



SECRETARY OF THE ARMY
WASHINGTON

MAR 26 2003

MEMORANDUM FOR PRINCIPAL OFFICIALS OF HEADQUARTERS,
DEPARTMENT OF THE ARMY

SUBJECT: Policy for Travel by Department of the Army Officials

It is the policy of the Department of Defense and the Department of the Army that transportation resources be vigorously managed to prevent misuse and the perception of misuse. The enclosure to this memorandum revises and further clarifies key sections of the Army's travel policy. It supersedes the Secretary of the Army's memorandum, dated November 5, 2001, subject as above, and implements specified policies and procedures provided by DoD 4500.56, DoD Policy on the Use of Government Aircraft and Air Travel, and DoD 4500.36-R, Management, Acquisition and Use of Motor Vehicles.

This significantly revised policy reaffirms the Army's commitment to implementing sound travel policies and procedures. Among the changes this year are the clarified policy on uses of non-tactical vehicles, and the procedures for properly placing contractors onboard our military aircraft. This revision also provides updated guidance on the use of frequent-flyer miles earned while on official travel, and the mandatory use of the City Pair Fares Program by federal travelers. I strongly urge you and your staff to thoroughly review the provisions of this memorandum, as well as the regulations, which it supplements.

I will continue to work with our civilian and military officials to ensure that travel policies governing the use of commercial and military aircraft, as well as ground transportation resources, are current and provide us with the appropriate level of guidance and protection to fully meet our vital mission goals.

Thomas E. White

Enclosure

